

Custodial, Labor and Trades Branch
Parks and Grounds Maintenance Group
Parks and Grounds Series

PARK AREA SUPERVISOR

07/92

Summary

Under direction, is responsible for supervising the care and maintenance of an assigned regional area within the City's park system; and performs related work as required.

Typical Duties

Plans, assigns and reviews the work of several crews engaged in parks and grounds maintenance; trains and develops assigned personnel and evaluates their performance; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices; checks and follows up on complaints received.

Supervises and makes assignments to several crews engaged in fertilizing, repairing sprinkler systems, mowing, pruning, cultivating, insect and plant disease control and other maintenance of City parks and median strips; coordinates with the programming division special events and prepares ball fields and other areas as required for such events as soccer, football, baseball, softball and inspects completed work for conformance to accepted standards.

Estimates and orders materials for section; maintains inventory of all materials, supplies and equipment; prepares and recommends unit budget; prepares daily activities report.

Minimum Qualifications

Training and Experience: Graduation from high school, or G.E.D. and four years of increasingly responsible experience in supervising crews engaged in the maintenance of parks and grounds; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials and equipment used in park maintenance; good knowledge of insects and diseases attacking grass, trees and plants, and the common methods of controlling them; good knowledge of land management, horticulture and forestry.

Ability to coordinate a park maintenance program; ability to read blueprints, schematics, and related drawings used in park construction; ability to troubleshoot and maintain electrohydraulic, hydro-pneumatic and mechanical irrigation systems; ability to interpret and explain park rules and regulations; ability to supervise, train and review assigned work of subordinate personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the public.

Skill in the use and care of the tools, machines and equipment used in the maintenance of parks and grounds.

Physical Requirements: Exposure to all kinds of weather; exposure to insecticides and other plant related chemicals; operation of a motor vehicle through city traffic.

Licenses and Certificates: Valid U.S. Driver's License. Non-commercial Applicator's license issued by Texas Structural Pest Control Board must be obtained during the first 12 months of appointment.

Special Requirement: Positions assigned duties which require a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature in Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head